

Instructions For Establishing Secondary Object (IW Barcode) In Pre-Exam

From the Pre-Exam window double click on “Secondary File Wrapper”. This will open up the window below.

Once this window is open the cursor will be in the first box beside “Application Number”. In this box you should want the regular application barcode label. The cursor will then move to the next box. In the box beside “Secondary Bar Code” you should want the secondary IW barcode label. You should hear a double beep to indicate that the secondary barcode was successfully completed.

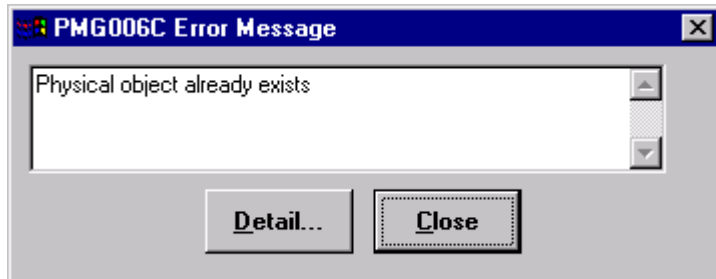
Once you complete the creation of one IW barcode you must either use the mouse to click the Shift and Tab key to jump you back up into the “Application Number” box.

The screenshot shows a Windows-style application window titled "PMG006C Secondary File Wrapper Initialize". The window has a menu bar with "File", "Print", "Window", and "Help". Below the menu bar is a toolbar with three icons: a folder, a printer, and a document. The main area of the window contains three input fields: "Application Number" (a text box), "Secondary Bar Code" (a text box), and "Secondary Object Type" (a dropdown menu currently showing "File Wrapper [Secondary]"). To the right of the "Secondary Bar Code" field is a label "BCR". Below these fields is a section titled "Secondary Objects" which contains a table with two columns: "Bar Code" and "Type". The table is currently empty.

Bar Code	Type
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You may encounter the error message below. If you encounter this error message it means that an IW barcode has already been established for this application. Please make a note of the serial number so someone can investigate the existence of the IW barcode.¹

You may also encounter from time to time a message that the barcode must be scanned even though you used a barcode reader to scan the barcode. If this happens please just rescan the barcode in question.



Note concerning Client Manager and use of Pre-Exam

It is necessary for Client Manager to be operating in order for Pre-Exam to work. If Client Manager is not working here are the steps to get it going.

First you double click on Client Manager. Client Manager will open.

Highlight "PREEXAM-PGPUBS".

Click on server and a drop down box will then open.

Scroll down to "send Test trans".

Click on "send Test Trans".

Once you have done this a message will appear saying "Test Transaction ECHO returned From: Preexam-PGPUB"

Click "OK" then minimize Client Manager.

¹ We may need some discussion on this point. If an application has already been printed and is in process then another application will not need printed.